

**INTERNET** ([www.burbankparks.com](http://www.burbankparks.com))**BURBANK RESIDENT****begins at 9:00 a.m. on August 17****NON-RESIDENT****begins at 9:00 a.m. on August 24**

- Registration can only be completed with a valid Visa or MasterCard.
- Customer name and address must match the billing statement.
- Online registration directions can be accessed by clicking on the blue “?Help” link at the top of the class offerings page.

**MAIL-IN****BURBANK RESIDENT****Processing begins August 17 (postmarked no earlier than August 13)****NON-RESIDENT****Processing begins August 24 (postmarked no earlier than August 20)**

Fill out registration form completely. Adult signature is required.

- Enclose payments for first choice classes only.
- Include a separate check for each class. Visa/MasterCard payment is also accepted.
- Enclose one self-addressed stamped envelope with your registration to receive a confirmation/receipt
- Make checks payable to **CITY OF BURBANK**

**Mail to:** Burbank Recreation Registration  
PO Box 6459  
Burbank, CA 91510-6459

**WALK-IN (Open Registration)****begins at 9:00 a.m. on August 28****CREATIVE ARTS CENTER**

1100 West Clark Avenue  
(818) 238-5397

**McCAMBRIDGE RECREATION CENTER**

1515 North Glenoaks Boulevard  
(818) 238-5378

**OVROM COMMUNITY CENTER**

601 South San Fernando Boulevard  
(818) 238-5435

**VERDUGO RECREATION CENTER**

3201 West Verdugo Avenue  
(818) 238-5390

**General Information**

- All class registration will **only** be accepted through the second week of instruction and all original class fees will apply.
- Non-Resident fees apply to those living outside of the City of Burbank. Non-Residents must include an addition \$5 per person, per class.
- Mail-in registrations sent before the scheduled postmark dates will be processed last.
- Programs are filled on a first-come, first served basis.
- All programs are subject to cancellation if minimum enrollment numbers are not met.
- If a class is full, students will be placed on the waiting list and enrolled in the alternate choice (if one is provided). If a fee adjustment is required, the student will be notified. If no alternate choice is listed, students will be placed on the waiting list and payment will be returned.
- Class schedules are correct up to the date of publication, however may be subject to change without notice.
- The City assumes no responsibility for any registrations not received.

**Refund / Transfer Policy**

It is the City of Burbank's goal to provide quality recreation classes and programs. If you are unable to attend or are not satisfied with a class, we will be happy to arrange a **transfer** to another class (if space is available) or send you a **refund** if the following guidelines are met:

- **Class lasting 3 or more weeks** - A request for refund/transfer must be given to registration staff a minimum of **one business day prior to the second scheduled class meeting**. A \$10.00 administration fee will be assessed for each class refund. No refund/transfer will be granted after the second scheduled class.
- **Class or workshop lasting 2 or fewer weeks** - A request for refund/transfer must be given to registration staff a minimum of **five business days prior to the scheduled start date of the class or workshop**. A \$10.00 administration fee will be assessed for each class refund. No refund/transfer will be issued after this date.
- **Material fees are non-refundable.**

**All refunds are issued by check and take between 3-6 weeks to receive in the mail.**

**Non-Discrimination Policy**

The City of Burbank, in compliance with applicable regulations, hereby asserts that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, ancestry, marital status, or medical condition in the admission or access to, or treatment or employment, in its programs and activities.

**Special Needs Participant**

To adequately plan for a successful and rewarding experience, please contact the ADA Coordinator at (818) 238-5010 two weeks prior to the activity start date. Ample time is needed to determine accommodation needs.

*This form is to be used for Recreational Classes only (not Golf or Tennis)*

**ADULT PAYEE INFORMATION**

First Name	MI	Last Name	Home Phone ( )
Home Address	City	Zip	Alternate Phone ( )
E-mail Address			Driver's License / ID Card Number

**PARTICIPANT INFORMATION**

First Name	MI	Last Name	M/F	Birthdate	Choice	Class Number	Class Name	Day	Start Time	Fee
					First					
					Alternate					
					First					
					Alternate					
					First					
					Alternate					
					First					
					Alternate					
<b>CREDIT CARD PAYMENT INFORMATION (only if paying by credit card via mail-in registration)</b>									Total Class Fees	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD		Card Number:			Expiration:		<b>*NON-RESIDENT FEES</b> <i>See underlined below</i>			
Billing Address (if different from above):				City:		Zip:		Grand Total		
Cardholder Signature:										
FOR OFFICE USE ONLY										
Check #s:			Cash		Credit Card Auth. #:			Receipt Number:		

I have read and understand the Refund Policy outlined in the Burbank Recreation Guide.

I hereby absolve the City of Burbank, its employees, and officers from all liability which may arise as the result of my participation in the above activities; and, in the event that the above named participant is a minor, I hereby give my permission for his or her participation as indicated and in so doing absolve the City of Burbank, its employees, and officers from such liability. I am aware that if my child or I may have registered for a class involving physical activity, I have taken care to enroll at a class level appropriate to my or my child's physical abilities and/or medical condition. I grant the City of Burbank permission to use my or my child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. I understand that no compensation shall be given for use of these photographs and that these images shall become the sole property of the City of Burbank.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATION IN THE PARK, RECREATION AND COMMUNITY SERVICES PROGRAM AND I AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

By my signature, I hereby certify that I am eighteen (18) years of age or older.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE REMEMBER:**

- Mail-In for Burbank Residents: Processing begins August 17 (postmarked no earlier than August 13)
- Mail-In for Non-Residents: Processing begins August 24 (postmarked no earlier than August 20)
- In order for your registration form to be processed, you must:
  1. **Fill out registration form completely (please print).**
  2. **Enclose payment with your registration form. Checks or Visa/MasterCard are accepted. Please send a separate check for each person/class if registering for multiple classes (Mail-In only). Participants not living in the City of Burbank must include an additional \$5 per person, per class non-resident fee.**
  3. **Sign and date registration form.**
- Enclose a self-addressed, stamped envelope to receive registration confirmation.

Make checks payable to:  
**CITY OF BURBANK**

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